

SECRET

*Project File:
Reports
Cost Reduction*

29 March 1971

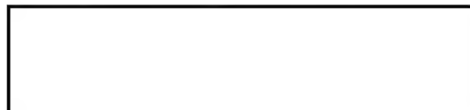
MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Reports Cost Reduction

1. All components of the Support Directorate except the Office of Personnel, report having achieved their projected goal. In brief, they are as follows:

	<u>Goal</u>	<u>Savings</u>
OC	18,000.	18,148.90 ✓
OF	41,000.	44,536.27 ✓
OL	24,000.	26,700. ✓
OMS	700.	1,936. ✓
OP	22,000.	9,200.
OS	8,000.	10,811.70 ✓
OTR	9,000.	9,050.
SSS	2,718.	3,346.
Totals	\$125,418.	\$123,728.87

2. The attachment (A) provides a more precise breakdown for each of the Offices, including a brief explanation of how the savings were derived.



25X1

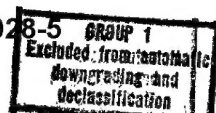
Attachments
As stated

DDS/SSS/RAB/ :fms (30 March 1971)

Distribution:

- Orig & 1 - addressee (w/att)
- 1 - RAB (Project file (w/att)
- 1 - RAB Chrono

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TRANSMITTAL SLIP		DATE 7 371
TO: <u>For the Record</u>		
ROOM NO.	BUILDING	
REMARKS:		
<p>This date, each of the offices in the Support Directorate were contact with regard to the Reports Cost Reduction figure reported from each of the Offices. (Note: Mr. [] was to discuss Reports Cost Reduction with the Office of Personnel).</p> <p>All offices (excluding OP) ^{said} that the figures they reported should be considered as final.</p>		
FROM: []		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

29 March 1971

Summary

Office Reporting	No. of Reports Affected changed	Savings Reported		Assigned That	How savings Achieved
		Man Hours	Dollars		
OC	9	2487	18,148.90	18,000.-	1 report cancelled & reduced in freq. and elimination of duplication
DF	21	—	44,536.27	41,000.-	14 reports cancelled - 7 reduced by procedure change
DL	41	4106	26,700.-	24,000.-	16 reports eliminated - 25 changed in frequency & No. of copies
OTIS	1	32	1,936.-	700.-	Converting report #5 from monthly to quarterly
OP	16	—	*9,200	22,000.-	11 reports cancelled - 5 reduced in reporting frequency & No. of copies
OS	5	—	10,811.70	8,000.-	2 cancelled - 3 changed
OTR	2	—	9,050.00	9,000.-	OTR-16 (8 individual reports) extensively reducing material covered in reports OTR-17 "Brief of Chinese Report" (6 individual reports) will be required only on certain important courses
SSS	3	261	3,346.00	2,718	has continued daily section on HRC 1 HRC report reduced from quarterly to 3 times per year
Totals	98	6886	108,448.27	108,448.-	Eliminated report portions from Summary Report Inventory

4 that not achieved